

Weekly Report for Week Ending 23 Nov 1959
FROM
ARCHIVES AND RECORDS CENTER

1. Contributions

a. Tangible

- (1) Six offices transferred 240 cubic feet of inactive records to the Center.
- (2) During the week 123 cubic feet of records were removed from the disposal area and burned, leaving an accumulation of 904 cubic feet in the area. [] furnished labor to burn 48 of the 123 cubic feet burned.

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2. Assignments

a. Active

None

b. Inactive

- (1) Consolidation of three sets of information reports into one record set.
- (2) Physical consolidation of VM and Records Center.
- (3) Physical inventory of holdings.

Security has approved the consolidation.

3. News

- 25X1 (1) Processing has been completed on the 11th shipment of maps from [] which was received on 17 November. This shipment consisted of 213 maps, totaling 31,829 copies, and utilized 84 cubic feet of shelving space. To date 2,520 maps totaling 717,905 copies and utilizing 1,060 cubic feet have been received from [] The total volume received from both [] and reproduction is 1,609 cubic feet.

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- 25X1 (2) [] has completed his six-week period of training in Accessioning and Disposal. [] has started his six weeks.
- (3) Asked ORR to review five accessions totaling 7 cubic feet under item 330. This was non-records material that did not have a definite disposal date. As a result of the review the material was called back by ORR to be screened. Four cubic feet will be destroyed and three cubic feet retired under a new job number.

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4. Visitors

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